

***Town of Newton, N.H.***  
**NEW HIRE RATE OF PAY**

Employee Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_

Effective / Hire Date: \_\_\_\_\_ Job Title: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Department: \_\_\_\_\_

Pay-period: ☐ Biweekly ☐ Monthly ☐ Quarterly ☐ Annually

Paychecks are distributed on: Thursdays, 4:00 p.m.

Pay Date is: Friday

Benefits offered: ☐ Health Insurance ☐ Dental Insurance

☐ Short term Disability ☐ AFLAC ☐ NH Retirement ☒ N/A

Date of Board of Selectmen Minutes (if required): \_\_\_\_\_

Probation effective date: \_\_\_\_\_ Off Probation date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Signature of Payroll Administrator)

\_\_\_\_\_  
(Signature of Town Administrator)